

# Associations Incorporation Form 4



Queensland  
Government

## Application for registration of a change of name

Associations Incorporation Act 1981

This form is effective from 10 August 2020

ABN: 13 846 673 994

### OFFICE USE ONLY

Date received .....

### Lodgement details

LU number: .....

### Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Associations Incorporation Act 1981* to process your application. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the Office of Fair Trading are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

### Fees

The applicable fee for this form is available on the Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading). No GST is payable on the fee.

## Part 1—Incorporated association details

### Incorporated association details

Incorporated association number .....

Name of incorporated association .....

### Change of name details

\*A special resolution is a resolution passed at a general meeting by the votes of 3/4 of the members who are present and entitled to vote on the resolution. Written notice of a proposed special resolution, and of the time and place of the general meeting at which it is proposed to move the resolution, must be given as required under the association's rules, before the general meeting to each member who has a right to vote on the resolution.

Application is hereby made pursuant to section 35 of the *Associations Incorporation Act 1981* for registration of a change of name of the above named association. At a general meeting of the members of the said association duly convened and held at (place)

.....

on   /   /     (date) a special resolution\* was passed resolving to apply for a

change of name under the *Associations Incorporation Act 1981* to (check whichever is applicable):

1st preference ..... ☐ Incorporated / ☐ Inc.

2nd preference ..... ☐ Incorporated / ☐ Inc.

3rd preference ..... ☐ Incorporated / ☐ Inc.

## Part 2—Declaration (must be completed)

### Declaration and signature

\*Check whichever is applicable.

I declare the resolution passed by the members was in accordance to the Act and Regulation. I certify all details provided on this form are true and correct.

**I have also attached the original certificate of incorporation or a statutory declaration** by the secretary verifying that the original certificate has been lost or destroyed must accompany the application.

Signature .....

Name (please print) .....

Position held\* ☐ President/ ☐ Secretary/ ☐ Appointed person

Email .....

Phone (daytime) ..... Date   /   /

## Lodgement

### IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

**Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.**

**By mail:**

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

**In person:**

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

### Please note

Applications received by this office after **three months** of the passing of the special resolution cannot be registered unless an application for extension of time is granted under section 121 of the Act.

**If the fees are not included the form will not be processed until the appropriate fees are paid.**

**Please ensure the original certificate of registration (not a photocopy) is returned.**

**If the original certificate of registration is misplaced then a statutory declaration by the secretary verifying that the original certificate has been lost or destroyed must accompany the application.**

Left blank intentionally,  
please turn over for more details

## Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name .....

Postal address .....

Suburb ..... State    Postcode

Mobile ..... Fax number .....

Receipt request Yes ☐ No ☐

Email .....

## Payment

### Payment details

☐ Cash—pay in person ☐ Debit/Credit card ☐ Money order ☐ Cheque  
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.

**A receipt will not be issued unless specifically requested.**

### Debit/Credit card

**OFT cannot accept debit/credit card details over the phone, fax or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email or fax is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.**

Charge my:



Go online to [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ ..... Expiry date:   /

Cardholder's signature:

.....



### Online payments

Tick box if you wish to pay online ☐

If you select this option, once OFT has received your documentation, an officer will be in contact to provide you with a Customer Reference Number (CRN). You can use this to pay via the following methods:



Go online to [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you.



### By post

A cheque or money order can be posted in, together with the application form.

**Make money order or cheque payable to the Office of Fair Trading**



### In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.